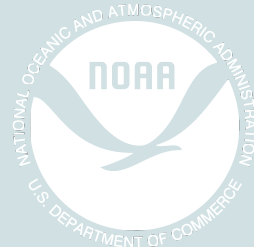


Potential Executive Host Informational Session

September 9, 2020

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov



Sea Grant



MISSION: To enhance the practical use and Conservation of coastal, marine and Great Lakes Resources to create a sustainable economy and environment.

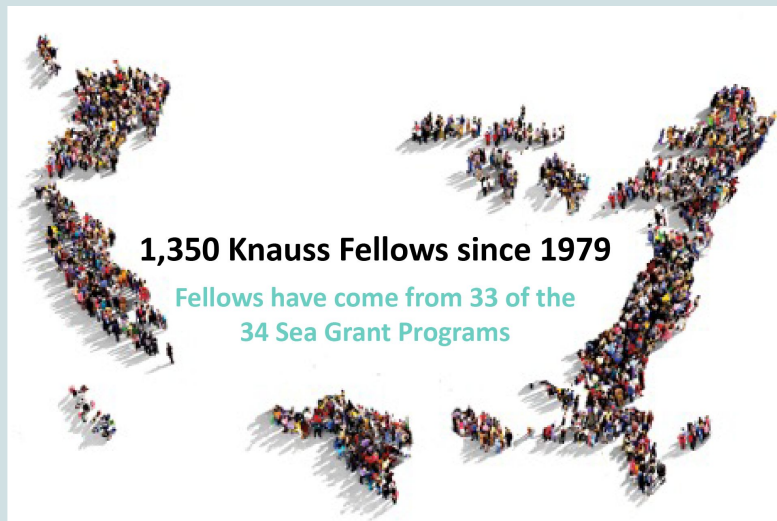
Blue bird symbol = Sea Grant Program

Sea Grant



Sea Grant Knauss Fellowship

The Sea Grant Knauss Fellowship provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.



The Sea Grant Knauss Fellowship offers direct experience working in the executive and legislative branches of the Federal Government allowing fellows to work on the latest issues in ocean and coastal management, fisheries, and research.



Benefit of a Sea Grant Knauss Fellow

- Pre-vetted capacity--all finalists have gone through a rigorous selection process
 - Selected based on combination of academic record, career goals, and recommendations/endorsements
 - Recent graduates with PhDs, Masters or JD
 - Studies/interests focused on coastal, marine, or aquatic related fields
- Add significant talent, knowledge, skill and enthusiasm
- Highly qualified early career professionals



Host Expectations

- Provide an educational opportunity for a fellow
 - Encourage fellows to attend hearings, lectures, conferences, workshops, fellowship functions, and professional development trainings
- Involve fellows in substantive issues that contribute to the office's mission and fit in the fellow's educational and career goals
- Financial Commitment:
 - Base: **\$65,000**
 - Optional: **\$15,000** for office related travel and training
- Non-NOAA Hosts: Ability to sign an Interagency Agreement prior to the start of the Fellowship



Host Requirements

- Participate in placement week (October 15-28, 2020)
- Provide a safe, inclusive, and welcoming workspace
- Provide necessary equipment (desk*, phone, computer) and general office information and paperwork prior to the start of the fellowship
- Security Clearance--Sea Grant will be responsible for NOAA fellows ONLY
- Abide by your agency's sexual assault and sexual harassment policy
- Review Office Policies (work hours, vacation, sick leave, attendance at fellowship functions)
- Development of a Professional Development Plan
- Meet with the Knauss Management team at least once
- Complete a 6-month and end of year review
- Provide mentorship to the fellow



Fall Calendar

Date	Activity
September, 9	Perspective host webinar.
September 14-18	“Get to Know You” video recording.
September 23	Registration deadline for hosts
October 14	Deadline to submit host pitch presentation slides interview availability during Placement Week
October 15-28	<p>Placement Process</p> <p>Thursday/Friday: Host office presentations</p> <p>Monday: Interview sign up; schedules provided to hosts</p> <p>Tuesday - Friday: Interviews with finalists</p> <p>Friday: “Office Hours” Session</p> <p>Friday: Host provide five names for call-backs</p> <p>Monday: Call-backs</p> <p>Tuesday/Wednesday: Placement process and ratification</p>
October 27	<p>Host office ranking of finalists due to Sea Grant Fellowship Manager:</p> <p>OAR.SG.fellows@noaa.gov before 6:30 AM</p> <p>Matching process</p> <p>Hosts and finalists are notified of placements</p>



Host Application

DUE: SEPTEMBER 23, 2020

- Identify a primary mentor
- Identify a primary point of contact for Placement Week
- Provide a position description
- Describe host location, contact information and interview platform
- Telework and offices policies (esp. as they relate to COVID)
- Points of Contact: Budget/Finance (NOAA) or IAA (non-NOAA)

TIP: Finalists are VERY nervous about uncertainty. Provide clarity on what the position entails in the new digital work environment

2021 Knauss Executive Host Application Form

Please provide an email address to receive a copy of your response.

* Required

Email address *

Your email

What is a Sea Grant Knauss Marine Policy Fellow?

Established in 1979, the John A. Knauss Marine Policy Fellowship gives graduate students or recent graduates with PhDs, Masters, and JDs an opportunity to spend one year in Washington, DC learning about the policy realm. They have studied marine, freshwater, and coastal science and policy and are experts in their fields. Fellows are selected through a two-stage process - first through their home Sea Grant program and then through a national competition.



Host “Get to Know You Videos”

RECORDING SEPTEMBER 14-18

- 3-5 minute videos
- Meant to share the personality of host/mentor the fellow will work with
- Sign up to record video via GoToWebinar (allows for recording and ADA compliance)
- Using prompts to create some continuity between videos

Directions: Please provide your name and the email(s) (separate additional emails with a comma) that will be joining the recording session. Once you sign up, we will email you 15-Minutes. We encourage you to come prepared with a script or clear plan. Greyed out spaces are not available. We know that we are asking you to complete this and we will not share your video.					
	Monday Sept. 14, 2020		Tuesday, Sep. 15, 2020		Wednesday Sept. 16, 2020
Time Slot (all times EST)	Name	Emails	Name	Emails	Name
9:30					
9:45					Karyl Brewster-Geisz karyl.brewster-geisz@noaa.gov
10:00					Derek Parks, Kelly Wright derek.parks@noaa.gov, kellywright@noaa.gov
10:15					
10:30			Carrie McDougall, Christos Michalopoulos	carrie.mcdougall@noaa.gov, Christos.Michalopoulos@noaa.gov	
10:45					
11:00					
11:15					mark.osler@noaa.gov, pamela.braff@noaa.gov

2021 Get to Know You Videos

As part of the placement process, the National Sea Grant Office (NSGO) will be recording videos with the goal of demonstrating common ground for discussion as well as stand in the place of the traditional networking events.

These videos will be available prior to and during the placement process. More information on how these videos can be shared with anyone outside of the placement process.

In an effort to standardize these videos, the NSGO will be recording all these videos and providing question prompts. Each host to sign up will be provided via email.

Along with the prompts, we encourage hosts and finalists alike to bring a bit of their own personality to the videos. This can be a cool background, a song, a special skill, etc. While these videos are meant to be casual and fun, we ask that you remain professional.

Host Prompts:

- 1) Tell us the highlights of your background (ie. name, where are you from, what was/is your major area of study, past projects, etc.)
- 2) In five sentences or less, tell us about a place you love/would visit and why?
- 3) What is your “superpower” as in special or secret skill?
- 4) Tell us a story that will help us remember you by - An “only in DC” experience you’ve had, your favorite place to go in DC, etc.
- 5) What sort of professional groups do you participate in/professional interests do you have outside of work (volunteer, professional organizations, etc.)
- 6) What’s a fun tradition in your office or an annual event that you look forward to? (I’m thinking agency-wide like NOAA’s annual meeting, etc.)

Placement Process Prep

(after form and video submission)

- Confirm pitch presentation time
- Interview Availability (**Due Oct. 14**)
 - 30-minute interview slots
 - Make appointments available between 9:00-6:00 EST with preference for the afternoon
 - Platform of YOUR CHOICE
 - NSGO will provide a completed schedule, you will be expected to schedule the interviews
 - NOTE: We may contact you for more time slots/timing of interviews if there is a scheduling conflict
- Pitch Presentation Slides
 - IF you would like slides, please provide by **OCT. 14**



Placement Process Activities

Day	Date	Activity	Platform
Thursday and Friday	October 15 and 16 12:00-6:00 EST	Host Pitch	AdobeConnect Host: Sea Grant
Monday	October 19	Schedule Interviews	
Tuesday-Friday	October 20-23 9:00-6:00 EST	Interviews -30 minute time slots	Platform of Choice Host: You
Friday	October 23 2:00-4:00 EST	“Office Hours”	Platform of Choice Host: You
Friday	October 23	Hosts provide UP TO five finalist they would like to “call back” (submit by 6:00 PM EST)	
Monday	October 26	Schedule “call backs”	
Monday	October 26 1:00-6:00 EST	“Call Backs”	Platform of Choice Host: You
Tuesday	October 27	Hosts submit ranking form (submit by 6:30 AM EST)	
Wednesday	October 28	Ratification	

Position Pitch Presentation

Thursday-Friday, October 15-16, 12:00-6:00 EST

- Sign in 5/10 minutes prior to assigned presentation slot
- NSGO will host via AdobeConnect
- 7-minute presentations about the position itself
- Slides are OPTIONAL, Video is recommended

- NSGO is available to pre-record these if you are unable to make it “in person”

TIP: Org charts are not always useful! Finalists what to know what they will be working on.



Interviews

Tuesday-Friday, October 20-23, 9:00-6:00 EST*

- Important Dates:
 - **October 14:** Submit Interview Availability
 - **October 19:** NSGO will return interview schedule to you
- Please choose a platform of choice that is as universal as possible
- You will be expected to schedule your own interviews

TIPS

- Consider tactical office participation
- Schedule yourself a break
- Plan on having video
- Provide a tech back up



“Office Hours”

Friday, October 23, 2020 2:00-4:00 EST

- **GOAL:** Allow for finalists to revisit and ask questions of you as a host
- Create a meeting room (on the platform of your choice) that finalists can visit
- Participation is OPTIONAL, however, encouraged
- Provide the link to your meeting room on the registration form



“Call Backs”

Monday, October 26, 2020 1:00-6:00 EST

- **GOAL:** Allow the host office to meet with finalists a second time, however, it is NOT a second interview
- Optional
- BRIEF (up to 15 minute) chats
- How to Request: INFORMATION submitted **BY 6:00 PM EST on OCT. 23**
 - UP TO FIVE Finalists
 - Submit “Call Back” Request form
 - Provide at least TEN fifteen minute slots for scheduling
- NSGO will provide your schedule by 12:00 PM EST on Monday OCT. 26
- Schedule sessions with the finalists



Placement Process

- Submit Finalist Ranking form by **6:30 AM EST OCTOBER 27, 2020**
- Matching Algorithm
 - Algorithm is for two-sided matching markets--considers both the preference of the host and the finalists
 - Does not guarantee everyone receives their top choice
 - Most known for use in the National Resident Matching Process (med-school match)
- Ratification Signature

TIP: The more finalists you rank, the more likely you are to get a fellow!



Fellowship Calendar

Date	Activity
Mid September	NSGO initiate IAA process with NON-NOAA agencies
November	NOAA Fellows: NSGO will begin the security process NON-NOAA Fellows: Host agency responsible for security
January	Host office responsible for acquiring proper technology for fellow
February 1, 2021	Fellowship begins
February 1-2, 2021	Fellowship Orientation
March 5, 2021	Professional Development Plans due to Program Manager
Summer 2021	Mid-Year Reviews between host mentor and fellow to discuss progress
January 31, 2022	Fellowship ends



Important Deadlines

Date	Activity
September 14-18	“Get to Know You” Video Recording
September 23	Host Applications
October 14	Presentation Slides and Interview Availability
October 22 6:00 PM EST	Call Back Requests and Availability
October 27 6:30 AM EST	Ranking Forms
October 28	Ratification Documents

QUESTIONS

Contact

PHONE: 240-507-3712

EMAIL: oar.sg.fellows@noaa.gov

